



FINAL MEETING MINUTES
The Chappaqua Library
Board of Trustees Regular Meeting
August 18th, 2025 at 7pm
Chappaqua Library Theater
Hybrid format: In-person and by videoconference
Presiding Officer: Pam Moskowitz, President

Attendees:

Library Board of Trustees	Library Staff	Invited Guests
In Person:	In Person:	In Person:
Pam Moskowitz, President	Jennifer Daddio, Library Director	
John Harrison, Vice President	Amy Kaprelian, Staff Assistant	
George Benack, Finance Officer	Presenting:	
Brian Cook, Member at Large		
Videoconference (due to extraordinary circumstance):		Videoconference:
Absent (due to extraordinary circumstance):		
Jennifer Fahey, Treasurer		

1. CALL PUBLIC MEETING TO ORDER

- A. P. Moskowitz called the meeting to order at 7:02pm, identified the emergency exits and the Board recited the Pledge of Allegiance.

2. BOARD ADMINISTRATION

- A. Acceptance of the Minutes of the **July 21st, 2025 Regular Meeting**

MOTION: It was moved that the Board approve the **Minutes of July 21st, 2025 Regular Meeting** as drafted.

Motion by: P. Moskowitz

Second by: G. Benack

Discussion: none

In favor: G. Benack, J. Harrison, P. Moskowitz, B, Cook - *unanimous*

3 FINANCE

- A. Treasurer's Report – prepared by NawrockiSmith, Darin Iacobelli, Treasurer and presented by George Benack, Finance Officer.

George has reviewed the **July** 2025 Treasurer's report and there is nothing remarkable to report.

MOTION: It was moved that the Board approve the July 2025 Treasury Report prepared by NawrockiSmith including the bills as presented.

Motion by:

G. Benack

Second by: B. Cook

Discussion: none

In favor: G. Benack, B. Cook, J. Harrison, P. Moskowitz,

Unanimous

Against: None

4. LIBRARY DIRECTOR'S REPORT – J. Daddio

- Jen shares an email from head of Circ, Marge Perlin to Shane Aiello who has recently taken over the tech department, acknowledging his great work during this new transition.
- Jen gives a shout out to the Children's Room who had a record number of attendees the week previously at one of their outdoor story times-134!
- Representatives of the Westchester County Civil Service came for a visit with Jen, Marge & Amy for a great overview and question and answer session.
- One of the things discussed with them was Joan Kuhn's hours going forward. Jen requested that Joan Kuhn stays on for 17 hours through October and through November and December, reduce those hours to 8 and after January 1, to stay on as Part-time avail substitute to help with programming as needed.
- An announcement was made at recent staff meeting that moving forward, staff who retire and would like to return to work on a part-time basis, can only do so as an as-needed substitute. This is needed for a variety of reasons, and in particular the fiscal need of not taking up a vacancy that the library has through civil service in order to provide optimum coverage for staffing.
- We need to update some of the verbiage in the Employee Handbook which we need trustees to approve, and then it will be sent off to the library's counsel for review.

5. COMMITTEE REPORTS

1. Standing Committees:

- a. **Finance Committee** – George Benack, Chair

- b. Nothing additional.

- c. **Building and Grounds Committee** – J. Fahey, Chair

J. Daddio reports that the RFP for Master Plan was sent out to multiple Design Firms, and we await their proposals.

- d. **Personnel Committee** – J. Harrison, Chair

- e. **MOTION: It was moved that** the board approve the change in the verbiage in the Employee Handbook once it has been reviewed by the library attorneys.

- i. Discussion: None

- ii. Motion by:

J. Harrison

Second by: P. Moskowitz

In favor: G. Benack, B. Cook, J. Harrison, P. Moskowitz - *unanimous*

6. Policies and Bylaws Committee – J. Harrison, Chair

Nothing to report.

7. NEXT MEETING:

- September 15, 2025, 7:00 pm – Regular Meeting in the Library Theater

8. ADJOURNMENT

MOTION: It was moved that the public meeting be adjourned at 07:17 pm.

Motion by: P. Moskowitz

Second by: J. Harrison

Discussion:

In favor: G. Benack, B. Cook, J. Harrison, Moskowitz - *unanimous*

Against:

Abstained: